

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
1382 (915/932) P

October 24, 2007

EMS TRANSMISSION 10/24/2007
Instruction Memorandum No. ID-2008-008
Expires: 09/30/2009

To: District Managers
Attn: Administrative Officers and Fire and Aviation

From: State Director

Subject: E-Gov Travel Federal Agency Travel Administrator (FATA) Assignments
DD: 10/26/2007

Program Area: Travel

Purpose: The purpose of this Instruction Memorandum (IM) is to request designation of the Idaho Bureau of Land Management (BLM) travel personnel for the role of FATA for the newly awarded E-Gov Travel Task Order to Northrop Grumman.

Policy/Action: FATA assignments are needed for each District and Fire and Aviation Office immediately so that Idaho BLM will be ready to implement the new Northrop Grumman E-Gov Travel System, GovTrip, including the new online booking engine on November 5, 2007. Each District needs to designate 1 FATA and each Fire Office needs to designate 2 FATAs

Some of the FATA duties will include creating travel profiles for each traveler, sending security tokens to the travelers so they can access the GovTrip travel system, updating and maintaining groups/approval chains, and answering questions from travelers. Training will be provided for the designated FATAs on November 1, 2007, in the computer training room at the Idaho State Office in Boise, Idaho.

Please provide the names of the FATAs to Ginny Hoffman, ID-915, (208) 373-4035, and Carol Salo, ID-932, (208) 373-3852, by COB October 26, 2007.

Timeframe: This IM is effective immediately.

Budget Impact: Travel expenses for selected BLM personnel to attend the FATA training in Boise, Idaho on November 1, 2007.

Background: On July 31, 2007, the Department of the Interior (DOI) announced the award of the E-Gov Travel Task Order to Northrop Grumman as the Department of the Interior's (DOI) travel management service provider. Carlson (as Carlson/SATO) will remain on the task order as a subcontractor and will continue to provide on-line booking services for all of the DOI.

By November 30, 2007, all of the DOI must be migrated from CWGT E2 Solutions travel management services to the Northrop Grumman GovTrip travel management services. The BLM will migrate the weeks of November 5 and November 12, 2007.

On October 16-17, 2007, Idaho's two Lead FATAs, Ginny Hoffman and Carol Salo, attended system administrator training provided by Northrop Grumman at the BLM National Operations Center (NOC).

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated between Budget and Finance and Fire and Aviation.

Contact: Please direct questions or comments to Ginny Hoffman (ID-915), (208) 373-4035, or Carol Salo (ID-932), (208) 373-3852.

Boise District with Union: Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed Susan Giannettino
for Thomas H. Dyer

Authenticated
Sylvia V. Graves
Secretary